

**Little Traverse Bay Bands of Odawa Indians
Job Posting**

Job Title: Transitional Supportive Housing Specialist
Department: Human Services
Reports To: Human Services Director
Status: Exempt
Salary Range: \$31,475 -\$42,584
Level: 4
Terms: 2.75 year position is grant funded. Grant ends 9/30/2018
Employment start is contingent upon release of grant funds.
Opens: November 24, 2015
Closes: December 15, 2015

SUMMARY

The Transitional Supportive Housing Specialist will provide case management services to survivors of domestic and sexual violence who are in need of safe, stable housing. This position will assist survivors and their families with their individual needs such as employment, transportation, and other personal and environmental challenges resulting from the violence. The Transitional Supportive Housing Specialist will work with the services offered in the Human Services Department as well as outside agencies and be responsible for direct oversight of the diverse needs of survivors. The TSH Specialist will also be responsible for appropriately maintaining confidential data and client information. This position will encompass working together with other LTBB departments as well as community agencies and resources to fulfill the needs of clients which may include short-term housing assistance, counseling, referrals, employment assistance, and general advocacy and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide advocacy for survivors of domestic and sexual violence of all ages at the individual and system level.
- Coordinate and monitor all services of the TSH program.
- Provide a case management service for all TSH participants.
- Promote economic independence and financial empowerment.
- Implement partnerships that assist survivors in obtaining employment.
- Maintain/stay current on landlord/tenant laws.
- Ensure compliance with Fair Housing Standards.
- To assist in obtaining resources that will lead to independent living
- Maintain ongoing contact with landlords.
- Evaluate client's needs, make appropriate referrals and assist tribal citizens in obtaining necessary services from local, county, state or private agencies.
- Transport clients upon approval as necessary and appropriate in keeping with goals of program.

- Provide crisis intervention and referral services during business hours or non-traditional hours. (i.e. nights/weekends/holidays).
- Complete client intake forms; document services and referrals provided; conduct thorough case management on all cases to include follow-up contacts.
- Maintains good working relationships with other agencies.
- Prepare and maintain accurate and confidential case files and keep up-dated progress notes.
- Maintain case files according to program and BIA and applicable grant standards. This includes appropriate forms, case service plans, visitation agreements, medical info, permanency plans, parent/agency agreement, difficulty of care rates, and case notes.
- Provide grant specific reports with regard to these cases and statistics.
- Visit survivors in their homes when safe and appropriate.
- Function as part of department team by covering office duties as requested.
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas.

EDUCATION AND EXPERIENCE

Minimum of Bachelor's degree (BSW) in Social Work and one year experience working in human services or criminal justice field required. A Bachelor's Degree other than social work and two years' work experience in the human services or criminal justice field *may* be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

General

- Excellent verbal and written communications skills
- General knowledge of area resources
- Knowledge in regards to domestic violence issues.
- Demonstrated report writing skills
- Ability to work as part of a team

Language

- Must possess the ability to write reports, business correspondence and procedural manuals.

Computer

- Must have proficiency with various software packages including Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint) and Print Shop.
- Must be able to complete internet research and maintain database files

OTHER ESSENTIAL SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be familiar with LTBB Tribal Codes. Cultural sensitivity is required. Be familiar with computers for the purpose of composing reports and entering data. Experience working with criminal justice systems preferred. Experience working within a Native American community preferred.

Ability to read, analyze, and interpret, professional journals, technical procedures, and regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, staff and the general public. Must have excellent work history.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess valid driver's license, be insurable, and have reliable transportation at all times. Individual must be able to pass a criminal background investigation.

COMMENTS

Indian Preference will apply.